

Supplemental Records



Adoptions

**Linda Rodriguez, Manager
Vital Statistics
April 7, 2016**

Certificate of Adoption

HSC §192.008

Used to :

- file an adoption which has gone through the Texas courts.
- file an adoption for a child who was born in another country and adopted in a Texas court.

VS-160 Rev 08/2015

Filing Fee: \$25.00

Adoptions

On the Certificate of Adoption:

- The New name of the child must be listed and verified by the District Clerk's office who is certifying the Certificate of Adoption.
- Maiden name of adoptive/bio mother must be shown.
- Court Orders must be certified with the court's seal.

Out of State Adoptions

HSC §181.18

Out of State Adoptions- Statute says these will be forwarded to VSU, VSU will then forward to the appropriate State.

Registering Foreign Adoptions

HSC §181.29

Texas Vital Statistics does not accept court orders from any country other than the United States.

For this reason, Texas residents who adopt children from other countries must have their adoptions validated through a Texas court.

VS 166.531 - Validation Petition

VS 166.532 - Validation Order

Examples of a petition and order are on our website

Identity of the Court

- To open a sealed file after an adoption is filed requires a court order. The court order must come from the same court that granted the adoption.
- The court order must contain the identifying information.
- If unknown the customer may write to us requesting the Identity of Court. They must properly identify the record and submit a copy of their ID

VS-143

Identity of Court \$10.00

Revocation of Adoption

HSC §192.009

- A revocation can only be done through the same court that granted the adoption.
- The original record will be reinstated and the adoption certificate sealed.

Adult Adoptee

- An adult adoptee can apply for their own original birth record, provided they can identify each of the bio parents names.
- A noncertified copy of the original birth certificate will be issued.
- A court order is not required to open the sealed file.

Adoptions submitted without a Fee

- We are filing adoptions that were submitted without a fee.
- Once filed, a flag will be placed on the record in TER, a letter is sent to the local office informing them of the hold.
- Once the fee is obtained the flag, in TER, will be removed.
- Local offices can check TER to see if flag has been removed or call us to check the status.

Dear Registrar:

A hold has been placed on the following record due to non-payment of the processing fee.

State File No: 142-11-999999

Local File No: 01-01234

Registrant: John Doe Smith

Date of Birth: 06/27/2011

Mother: Barbara Jones

Father: John Doe Smith

If you receive a request for a copy of this birth record please contact State Vital Statistics at 512-776-7111 to determine the status of the hold.

Sincerely,

STATE OF TEXAS
CERTIFICATE OF ADOPTION
THIS IS A PERMANENT RECORD – PLEASE TYPE OR PRINT ONLY

SECTION 1 PLEASE FURNISH THE BIRTH CERTIFICATE INFORMATION CURRENTLY ON FILE IN THE VITAL STATISTICS OFFICE.
THIS INFORMATION IS NECESSARY TO LOCATE THE BIRTH CERTIFICATE

ORIGINAL BIRTH INFORMATION	1. NAME OF CHILD (BEFORE THIS ADOPTION) FIRST MIDDLE LAST			2. DATE OF BIRTH (mm/dd/yyyy)		3. SEX
	4. TIME OF BIRTH		5. NAME OF HOSPITAL		6. CITY	7. COUNTY
	8. STATE OR FOREIGN COUNTRY					
	9. PARENT FIRST MIDDLE LAST MAIDEN			10. PARENT FIRST MIDDLE LAST MAIDEN		

SECTION 2 PLEASE ENTER THE INFORMATION AS IT IS TO APPEAR ON THE NEW BIRTH RECORD.

All information below MUST be provided or a new birth certificate cannot be completed.

Single-Parent Adoption – Complete Only The Appropriate Information Regarding The Adopting Parent

11. Is This a Step-Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Is This a Single Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Do You Want The Birth Record Changed Based on the Adoption Decree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PARENT		14. TITLE OF PARENT <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT			

14. TITLE OF PARENT		<input type="checkbox"/> MOTHER	<input type="checkbox"/> FATHER	<input type="checkbox"/> PARENT
14. NAME OF PARENT FIRST MIDDLE		CURRENT LAST NAME (CURRENTLY)		LAST NAME BEFORE MARRIAGE

PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH	24. STREET ADDRESS CITY COUNTY STATE ZIP				25. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No
	26. STREET ADDRESS CITY COUNTY STATE ZIP				
PARENT(S) CURRENT ADDRESS	27. PARENT(S) TELEPHONE NUMBER				
28. PARENT(S) EMAIL ADDRESS		29. SIGNATURE OF PARENT(S)			
MAIL BIRTH CERTIFICATE TO:	30. <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office		MAILING ADDRESS CITY STATE ZIP		

SECTION 3 PLEASE PROVIDE THE INFORMATION BELOW FOR THE CENTRAL ADOPTION REGISTRY

CENTRAL ADOPTION REGISTRY INFORMATION	31. BIOLOGICAL MOTHER FIRST MIDDLE LAST (MAIDEN)			32. SSN
	33. BIOLOGICAL MOTHER'S DATE OF BIRTH		34. BIOLOGICAL MOTHER'S PLACE OF BIRTH	
	35. BIOLOGICAL FATHER FIRST MIDDLE LAST			36. SSN
	37. BIOLOGICAL FATHER'S DATE OF BIRTH		38. BIOLOGICAL FATHER'S PLACE OF BIRTH	
ATTORNEY	39. NAME OF ATTORNEY OF RECORD			40. ATTORNEY'S EMAIL ADDRESS
	41. MAILING ADDRESS OF ATTORNEY			42. TELEPHONE NUMBER
PLACING AGENCY OR MANAGING CONSERVATOR	43. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			
	44. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			45. TELEPHONE NUMBER

SECTION 4 CERTIFICATION OF THE COURT

Please complete the child's name as set forth in the Decree of Adoption

46. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE:

FIRST	MIDDLE	LAST
47. I HERBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN THE DECREE OF ADOPTION WHICH WAS GRANTED		
ON DAY OF IN THE COURT OF		
COUNTY, TEXAS IN CAUSE #		
DISTRICT CLERK'S SIGNATURE		



Warning: It is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for signing a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health & Safety Code, §195.003)

VS-160 REV 8/2015

Supplemental Records



Paternity

Linda Rodriguez, Manager
Vital Statistics
April 5, 2016

Application for a New Birth Certificate Based on Parentage

HSC § 192.005

Used to :

- add the biological father's name and information.
- add another parent's name and information.
- remove the father, mother or another parent's name and information from the record. A specific court order is required.
- substitute the Intended Parents in a gestational agreement.

VS166 Rev 08/2015

Filing Fee: \$25.00

APPLICATION FOR A NEW BIRTH CERTIFICATE BASED ON PARENTAGE

BUDGET ZZ 708-153

This form is used to **ADD, REMOVE, or REPLACE** information regarding the **father and/or mother** listed on the original birth certificate according to an establishment of **PATERNITY** or a **COURT ORDER**.

Child's original birth information: Type or Print in Blue/Black Ink

Full name of child as registered at birth _____ Date of Birth: ____/____/____ Place of Birth: _____, Texas
month day year city
 Father's name _____ Mother's full maiden name _____

We/I hereby request a new birth certificate be filed as evidenced by:

PLEASE CHECK ONE OF THE FOLLOWING:

- ☐ Attached certified copy of court decree (must send all pages of the court order) **OR**
- ☐ A properly completed Acknowledgment of Paternity (form VS-159.1) (Date form was faxed to Vital Statistics Unit (VSU) or signed before a certified entity: _____) **OR**
- ☐ Attached certified copy of the parents' marriage license
- ☐ A properly completed Rescission of Acknowledgment of Paternity (form VS-158) (Date Mailed to VSU _____)

INFORMATION TO BE PLACED ON NEW BIRTH CERTIFICATE:

FULL NEW NAME OF CHILD (may require a court order): _____
First Middle Last

Title To Appear On Birth Record: ☐ Mother ☐ Father ☐ Parent; If Mother, Full Maiden Name _____
First Middle Last

Parent's Name: _____ Date of Birth: ____/____/____ Place of Birth: _____
First Middle Last month day year State or Foreign Country

Title To Appear On Birth Record: ☐ Mother ☐ Father ☐ Parent; If Mother, Full Maiden Name _____
First Middle Last

Parent's Name: _____ Date of Birth: ____/____/____ Place of Birth: _____
First Middle Last month day year State or Foreign Country

INFORMATION TO BE PLACED ON NEW BIRTH CERTIFICATE:

FULL NEW NAME OF CHILD (may require a court order): _____
First Middle Last

Title To Appear On Birth Record: ☐ Mother ☐ Father ☐ Parent; If Mother, Full Maiden Name _____
First Middle Last

Parent's Name: _____ Date of Birth: ____/____/____ Place of Birth: _____
First Middle Last month day year State or Foreign Country

Title To Appear On Birth Record: ☐ Mother ☐ Father ☐ Parent; If Mother, Full Maiden Name _____
First Middle Last

Parent's Name: _____ Date of Birth: ____/____/____ Place of Birth: _____
First Middle Last month day year State or Foreign Country

- The fee for filing a new birth certificate is \$25.00. An additional fee of \$22.00 must be included for a certified copy of the new birth certificate.

Mail this completed and NOTARIZED application with either the attached evidence (certified copy of court order/ marriage license), or filed an Acknowledgment of Paternity, and the required fee to:

TEXAS VITAL STATISTICS
 PO BOX 12040
 AUSTIN TX 78711-2040



Documents used to file a New Birth Certificate Based on Parentage

One of the following documents must be presented with the Application for a New Birth Certificate Based on Parentage

- Certified copy of a court order establishing paternity
- Filed Acknowledgment of Paternity
- Marriage License of Biological/Parental parents

Paternity

- In the event a father's name is to be removed, a court order must specify to remove a father from the birth certificate. Terminating rights does not remove the father.
- Applications need to be properly completed-items left blank pertaining to either parents information and/or child's name could delay processing.
- Paternities are used to add the bio father and change last name of child to that of the father.
- The child's name listed in the court order must match the application.

Paternitycontinued

- Child support orders must be specific and list bio father.
- Partial AOP's can be completed and submitted.
- Establishing paternity through divorce decree must verify the findings; children of the marriage, bio parent.
- An adult can sign their own Application to Amend Based on Parentage (vs-166) and submit a court order establishing paternity.

Using a Marriage License to establish paternity

- If a married couple (Man and a Woman) did not put both parents on the birth record, at the time of birth, at the hospital and want to file the paternity using a marriage license – we will now file this as an amendment.
- Require an application to amend signed by both parents.
- A court order will be needed to change the child's name to that of the father.

Using a Marriage License to establish parentage

- If a married couple (Same Sex Couple) did not put both parents on the birth record, at the time of birth, at the hospital and want to file the parentage using a marriage license – we will file these as a Paternity.
- no matter when the marriage occurred.

Sealed File Opening for a Paternity

- Requires a court order.
- Does not have to be from the same court that granted the paternity.
- The court order has to identify the birth information.

Senate Bill 200, Art. 5

- Health and Safety Code, is amended by adding Section 191.0031 to read as follows:
- **Sec. 191.0031. CERTIFIED COPIED BY MAIL.** The state registrar or a local registrar may not issue a certified copy of a record under this chapter to a person who has applied for the record by mail unless the person has provided notarized proof of identity in accordance with rules adopted by the executive commissioner of the Health and Human Services Commission. The rules may require the issuer of the certified copy to verify the notarization using the records of the secretary of state under Section 406.012, Government Code.

Questions & Answers

QUESTIONS?



WHAT DO YOU WANT TO KNOW?



WE HAVE ANSWERS!

!! Thank You !!

